

# Goddard Safety Initiative



- Safety has long been a value at the Center. We have responsible people managing in responsible ways.
- The Center has invested in Safety; e.g. formal safety organizations
- We can do better..... The trick is to do better by providing folks the best possible tools and resources to manage safety more efficiently and effectively. This can be achieved by:
  - Organizing the effort better
  - Making the requirements clearer
  - Providing clear and effective tools to do the job and making them easy to use and readily available
  - Providing tools that supervisors can easily use to effectively get the troops involved
  - Increasing the responsiveness of the resources available to help accomplish the task and ensuring they are readily available
  - Enhancing safety as an integral part of how we do our business

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## – *Supervisor's Guide*

- Under development - draft stage
- To be available prior to Safety In-Service Day
- Envisioned as a tool to consolidate safety program information into an efficient and effective form
- Contents:
  - Policy and Objectives
  - Goddard Safety Program Structure
  - Roles and Responsibilities
  - Specific Requirements
  - Resources available
  - Training material
  - Forms and Tools

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## – *Supervisor's Guide - cont.*

- 3-Ring binder format intended to provide a place for Supervisors to file organization specific safety information and facilitate use
- On-line version to be provided to enhance usefulness
  - On-line tools and forms
  - On-line sample documentation
  - Facilitates updating the document to better meet user needs
- Current Status:
  - Draft completed
  - Much editorial work to do
  - Some but not all of the tools have been piloted to work out bugs
  - Web site established and starting to be populated
  - Draft handed out at this meeting to:
    - Solicit feedback; is this heading in the right direction to meet your needs? What works for you and what doesn't
    - Get folks acquainted with the effort

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## – *Supervisor's Guide - cont.*

- Schedule:

- Finalize format and start assembling binders: 9/6
- Receive feedback (constructive): 9/10
- Refine draft and incorporate comments: 9/6- 9/14
- Print and distribute 9/14 - 9/21

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- *Specific Requirements for Supervisors*
  - Have the right plans in place
    - General Safety Plans (Sample provided)
    - Hazcom Plans (Sample provided)
    - Emergency Preparedness Plans (Sample provided)
  - Ensure folks are adequately trained
    - Resources defined
    - Training material provided
  - Job Safety Analysis for employees
    - Tool provided with standard form and sample
  - Regular Safety Surveys
    - Standard Safety Survey Forms Provided
  - Hazard Assessment and Evaluation
    - Multiple specialized tools provided
    - Standard Hazard Evaluation methods defined

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- *Specific Requirements for Supervisors*
  - Evaluate Effectiveness of Program
    - Standard metrics defined
    - Simplified reporting techniques to be developed

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- ***Safety In-Service Day: 9/ 22 - Greenbelt, 9/23 - Wallops***
  - A day to address specific safety issues in your organization that are in-line with the effective conduct of your responsibilities
  - Specific tasks which should be completed:
    - Viewing of new safety orientation video (shown regularly on the NASA channel)
    - Distribute Safety Pocket Guide, related safety material
    - FOMs will conduct a preliminary facilities safety survey focused upon assessing adjacent operations which might cause safety problems due to some inherent incompatibility
    - Short Safety Meeting with your staff to discuss requirements and importance of initiative and to assess areas of particular concern
    - Walk arounds by Senior Management
    - Documentation of all activities completed during the day

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## – *Safety In-Service Day -cont:*

- Optional Activities include:
  - Refresher on Hazcom Training (shown regularly on the NASA channel)
  - Mishap Reporting education/training
  - Review of the need and use of Personal Protective Equipment
  - Completion of Safety Performance Evaluation Profile Survey (accessed via Code 205 Web page)
  - Conduct Job Safety Analyses
  - Conduct Work-site Safety Surveys
  - Assess/Update specific Safety Plans
  - Conduct Safety Training using material provided in Supervisors' Guide
- A reporting format is provided to be used by supervisors to report activities and accomplishments for the day. This information will be rolled up and reported, by Directorate, at the following meeting of the Center's Management Council